
2020
Middle Tennessee Council
College of Commissioner Science
Catalog



Unit Service
&
Advanced Studies Training
for

Unit Commissioners	Roundtable Commissioners
Asst. District Commissioners	District Commissioners
Assistant Council Commissioners	Council Commissioners

Cumberland University
Labry Hall
1 Cumberland Drive, Lebanon, Tennessee, 37087

November 7, 2020

We Hope You Will Join Us! Live or Virtually on Zoom!

Welcome to the 2020 session of the Middle Tennessee Council College of Commissioner Science catalog.

The College of Commissioner Science is unit service training designed to educate all unit and roundtable commissioners, administrative commissioners, district or council committee members, and professional Scouters. Its purpose is to provide high-quality continuing education for unit service volunteers and professionals, so that the units they serve have successful, quality programs.

Here are some of the highlights for this year's college:

- Participants will have the opportunity to complete a degree VIRTUALLY on Zoom.
- While we hope to offer a hybrid version, we are preparing to conduct the College completely virtually, depending on health and safety protocols. Our customary procedures have been adjusted to reflect this possibility.
- Each degree program follows the BSA's revised requirements that culminate in the Doctorate of Commissioner Science Award.
- The Bachelors program faculty have all earned a Masters or above.
- The faculty of the Masters and Masters Roundtable programs have all earned a Masters or above.
- The faculty of the Doctorate Candidacy program have all earned Doctorates in Commissioner Science.
- We are proud to offer several locally developed courses at the Continuing Education level. These courses cover issues relevant to all commissioners, not just those at MTC.
- **Registration opens September 4th at**
<https://www.mtcbsa.org/TrainingCourses/College-of-Commissioner-Science>

This catalog contains information about fees, college staff, degree pre-requisites, reciprocity guide, course descriptions, and directions for enrollment.

Registration opens in mid-August and class sizes will be limited in each degree tract to ensure quality instruction in a virtual platform. While we encourage you to register early, all participants must register no later than **October 25, 2020**. Your **registration fee of \$25** includes a CCS patch for your degree, personal transcript (if out-of-council), printed diploma and a custom commissioner gift in addition to shipping costs for those items. If we are able to conduct an in-person version at Cumberland University, you will have the opportunity to purchase a lunch ticket that morning.

We look forward to seeing you online or at Cumberland University on November 7, 2020.

Yours in Commissioner Service,

Watson Ambruster
Dean, College of Commissioner Science

Karen Bengtson
Council Commissioner

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COLLEGE ORGANIZATION

Commissioner college is a standard four-year curriculum in unit service training for all commissioners.

There are three degree program levels:

- Bachelors: First-year participants
- Masters: Second-year participants
- Doctorate: Third and fourth-year participants. The third-year is the candidate for Doctorate program.
- Advanced Studies certificate

The commissioner college program was standardized by the BSA and the requirements for each degree have been revised.

For the purpose of this college, the Doctorate and the Doctorate of Commissioner Science award are two separate recognitions. The award has additional requirements that must be met in addition to the course work (see pre-requisite requirements on pages 5 through 9).

The BSA also offers a Doctorate of Commissioner Science Award. To assist participants in tracking their progress in attaining this award, a progress record form is available on the national commissioner website.

ADMINISTRATIVE INFORMATION

FEE SCHEDULE

Your registration fee of \$25 includes a CCS patch for your degree, personal transcript (if out-of-council), printed diploma and a custom commissioner gift in addition to shipping costs for those items.

All faculty and staff should enroll in Advanced Studies coursework, unless pursuing a specific degree.

Late or walk-on registration is not allowed this year due to our unique circumstances. Any participant that plans to earn a degree must be prepared to provide and satisfy the degree pre-requisites for the degree for which they enroll.

Note: Participants are responsible for attending the college prepared with a hard copy of all the current manuals or bringing a laptop with the manuals loaded on the hard-drive. The current manuals are no longer in print and can be downloaded by clicking on the following link (also detailed on page 19): <http://www.scouting.org/scoutsource/Commissioners/Manuals.aspx>

If you will be completing your Doctorate of Commissioner Science at this year's college, you will need to submit your doctoral thesis or project for review by the Thesis/Project Review Committee **no later than October 15, 2020 or agreed upon date with Watson Ambruster, D.C.S.**

COLLEGE DEANS AND STAFF

College Dean, Watson Ambruster, D.C.S.	watsonambruster@msn.com
Assistant College Dean, Tracey Rodenbach D.C.S.	mtcrodenb@gmail.com
Dean of the Doctorate Candidacy, Kevin Philips D.C.S.	kphillipsbsa@gmail.com
Dean of Advanced Studies, Don Haynes D.C.S.	donhaynes263@hotmail.com
Dean of the Masters, David Parker	dparker1407@gmail.com
Dean of the Bachelors, Scott Peebles	scottpeebles842@gmail.com

Registrar, Korree Kennington	korreekennington@gmail.com
Assistant Registrar, Brandi Laporte	
Hospitality, Jennifer Block and Kelly Simmons	

Doctorate Review Committee Chair, Watson Ambruster, D.C.S.	watsonambruster@msn.com
Doctorate Review Committee: Tim Acree, Karen Bengtson, Kevin Phillips, and Don Haynes.	

Council Commissioner, Karen Bengtson, D.C.S.	kkb08@comcast.com
Middle Tennessee Council Scout Executive, Larry Brown	lbrown@mtcbsa.org

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Curriculum Description

For full course descriptions, click this link

<https://www.scouting.org/commissioners/training/college/>

Registration Process

Please go to <https://www.mtcbsa.org/TrainingCourses/College-of-Commissioner-Science> and complete the Doubleknot registration.

Refunds will only be made upon written request to Middle Tennessee Council and approved by the Scout executive. The deadline for requesting a refund is 7 days prior to the event.

Schedule

2020 College of Commissioner Science

Middle Tennessee Council, Boy Scouts of America - November 7, 2020

	Bachelors Scott Peebles, Dean	Masters David Parker, Dean	Doctorate Kevin Phillips, Dean	Advanced Studies Don Haynes, Dean
Opening 7:45-8:00	All Students and Staff Welcome – Karen Bengtson, Council Commissioner Instructions – Watson Ambruster, College Dean			
1 st Period 8:00-8:50	BCS 108 – Mining Internet Resources <u>OR</u> BCS 151 – The Roundtable Commissioner Team	MCS 350- Unit & Roundtable Commissioners Working Together	DCS 501 - Selecting Your Project or Thesis Topic	CED 801 – Necessity of a Scout-Led Troop
2 nd Period 9:00-9:50	BCS 103 – Linking District Resources <u>OR</u> BCS 152 – The Year-Round Roundtable Planning Process and Promotion	MCS 306 – Mentoring Skills <u>OR</u> MCS 353- The Cub Scout Breakout	DCS 502 - Limiting the Scope of the Topic	MCS 551 – Utilizing Technology in Communicating
3 rd Period 10:00-10:50	BCS 105 – Resolving Common Unit Issues <u>OR</u> BCS 153 – Roundtable and Commissioner Tools	MCS 309 – Good Commissioners Need Both Head and Heart <u>OR</u> MCS 354 – The Scouts BSA Breakout	DCS 503 - Developing Your Project or Thesis	CED 805- Servant Leadership
4 th Period 11:00-11:50	BCS 109- The Essential Element (A Servant's Heart) <u>OR</u> BCS 154 – Cub Scout & Scouts BSA Roundtables	MCS 315- Effective Unit Service in Rural Communities <u>OR</u> MCS 358 – Roundtables & Solving Unit Problems	DCS 504 – Project/ Thesis Open Workshop Forum	CED 806 – Just Follow the Rules, as Written
12:00-12:45	LUNCH BREAK			
5 th Period 12:45-1:45	MCS 401 – Commissioner Service: More Important Now Than Ever Keynote Speaker, Danny Van Horn, Area 6 Commissioner 1:30- 1:45 Doctorate Investiture/ Distinguished Commissioner Awards, MTC Commissioners Cup			
6 th Period 2:00-2:50	BCS 114 – Understanding & Communicating with Today's Leaders	MCS 305 – Resolving Critical Issues <u>OR</u> MCS 357 – Managing Long Distance Roundtables	DCS 601 – Getting Started on the Rough Draft (1.5 hour workshop) <u>OR</u>	CED 804 –Commissioner Leadership During Crisis
7 th Period 3:00-3:50	BCS 116 – Collaborative Assessments <u>OR</u> BCS 156- Recruiting, Training and Recognizing the Roundtable Team	MCS 402- Planning and Preparing for Your Doctoral Thesis/Project <u>OR</u> MCS 311 – All About the ADC's Role	CED 804- Commissioner Leadership During Crisis <u>and</u> CED 716- Conflict Resolution for Commissioners	CED 716 – Conflict Resolution for Commissioners

2020 CCS Course Offerings

All levels (5th period class)

MCS 401 Danny Van Horn, Area 6 Commissioner

BCS

BCS 108 Mining Internet Resources - **or**

BCS 151 The Roundtable Commissioner Team

BCS 103 Linking District Resources - **or**

BCS 152 The Year-Round Planning Process and Promotion

BCS 105 Resolving Common Unit Issues - **or**

BCS 153 Roundtable and Commissioner Tools

BCS 109 The Essential Element (A Servant's Heart) - **or**

BCS 154 Cub Scout Roundtables

BCS 114 Understanding & Communicating with Today's Leaders

BCS 116 Collaborative Assessments **or**

BCS 156 Recruiting, Training & Recognizing the RT Team

MCS

MCS 350 Unit and Roundtable Commissioners Working Together

MCS 306 Mentoring Skills **or**

MCS 353 The Cub Scout Breakout

MCS 309 Good Commissioners Need Both Head and Heart – **or**

MCS 354 Scouts BSA Breakout

MCS 315 Effective Unit Service in Rural Communities - **or**

MCS 358 Roundtables and Solving Unit Problems

MCS 305 Resolving Critical Unit Issues - **or**

MCS 357 Managing Long Distance Roundtables

MCS 402 Planning and Preparing for Your Doctoral Thesis/Project (Choosing your topic) - **or**

MCS 311 All About the ADC's Role

Advanced Studies/ CED

- CED 801** Necessity of a Scout Led Troop
- MCS 551** Utilizing Technology in Communicating
- CED 805** Servant Leadership
- CED 806** Just Follow the Rules, as Written
- CED 804** Commissioner Leadership during Crisis
- CED 716** Conflict Resolution for Commissioners

DCS

- DCS 501** Selecting a Thesis Topic
- DCS 502** Limiting the Scope of the Topic
- DCS 503** Developing the Thesis or Project
- DCS 504** Thesis/Project Workshop
- DCS 601** Getting Started on the Rough Draft **or**
Advanced Studies classes

DEGREE PRE-REQUISITES

The prerequisites, course requirements, and performance criteria are listed for each of the three degrees. Since a thesis or project is required for the Doctorate, the thesis or project criteria are provided after the Doctorate requirements.

NOTE: A person may participate in the college training without having the prerequisites, but no degree will be awarded until all of the requirements are met. It is up to the student commissioner to notify the dean of the college with the necessary proof of completion to be credited with the appropriate degree.

I. Bachelors of Commissioner Science (BCS)

Prerequisites:

- A. Current registration as a commissioner
- B. Current Youth Protection Training certificate
- C. Complete Commissioner Basic Training for your current position (available on My.Scouting.org)

Requirements:

Complete a minimum of seven courses of instruction with at least five (5) of the courses at the Bachelors program level

Performance:

- A. Approval of council commissioner or assistant council commissioner
- B. Approval of scout executive or council staff advisor for commissioner service

III. Masters of Commissioner Science (MCS)

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. An approved Bachelors of Commissioner Science
- D. The Commissioner Arrowhead Honor recognition

Requirements:

Complete a minimum of seven additional courses of instruction (a total of 14) with at least seven of the courses at the Masters program level

Performance:

- A. Approval of council commissioner or assistant council commissioner
- B. Approval of scout executive or council staff advisor for commissioner service

IV. Candidate for the Doctorate of Commissioner Science

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. An approved Masters of Commissioner Science

V. Doctorate of Commissioner Science (DCS)

Prerequisites:

- A. Current registration as a commissioner
- B. Current BSA Youth Protection Training certificate
- C. An approved Masters of Commissioner Science
- D. Awarded the Commissioner's Key

Course Requirements:

- A. Complete a minimum of ten additional courses of instruction not used to qualify for other college awards (total 24)
- B. Five or more courses at the Doctorate Candidacy level
- C. 10 of the 24 courses may not have previously been counted toward other college degrees
- D. Classes taught will count toward fulfillment of this requirement, but only once for each course taught

Thesis or Project:

- A. Completion of a thesis or project on any topic of value to Scouting in Middle Tennessee Council

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- B. The topic and final paper or project must be approved by the Doctorate Review Committee
- C. The thesis may not be started until completion of the Masters and approval of the Doctorate Review Committee
- D. The thesis must be submitted for review in an approved format

Performance:

- A. Serve on the College of Commissioner Science faculty (instructor or support staff)
- B. Approval of the dean of the college
- C. Approval of council commissioner or assistant council commissioner.
- D. Approval of scout executive or council staff advisor for commissioner service

NOTE: Bachelors, Roundtable, and Masters are normally conferred during graduation at the College of Commissioner Science. However, if a degree is completed in the interim or a pre-requisite is satisfied, the degree may be given to the District Commissioner to be awarded at a commissioner meeting or to the council commissioner/assistant council commissioner to be awarded to the commissioner. **A Doctorate will only be conferred at the College of Commissioner Science.**

Anyone that has not fulfilled the prerequisites required of a degree at any level may take any additional courses, but cannot receive the degree until the prerequisites have been satisfied. The exception being the requirement "Current registration as a Commissioner." **Only currently registered commissioners can receive a degree at any level.**

Doctorate Review Committee

The Middle Tennessee Council College of Commissioner Science has formed a committee to review, pre-approve the thesis or project topic, and review and approve the final report. The purpose of this committee is to use a group rather than one person to determine the legitimacy of the thesis or project.

The Thesis or Project Requirement

One of the requirements to earn the Doctorate of Commissioner Science is for the candidate to prepare a thesis or complete a project related to commissioner service. More information is provided in DCS courses 501-504.

Topic Approval

The topic for the thesis or project should be related to commissioner service and it should benefit the local council. It must be preapproved by the Doctorate Review Committee. Follow the directions provided by the college for submitting the proposal. At minimum, the proposal should contain your name, and current commissioner position, a brief description of the purpose of the topic and why it was selected, and a proposed work outline to complete the final report. Please see Thesis/Project Submission Guidelines.

Timeline to Complete a Thesis or Project

The candidates have an unlimited amount of time to complete their work. However, effort should be made to complete the work and final report within 12 months from the date of approval.

Thesis

The intent of the thesis is to improve some aspect of commissioner service. It is a concept, idea, and/or theory. Your thesis is the basis for the work and the result of your research. Your thesis is the instructional manual and outline of the concept.

Project

A project is a task or planned program related to commissioner service that requires a significant amount of time, effort, and planning to complete. It is an event, activity, or administrative change in a scope and size approved by your Doctoral Review Committee.

The project needs to be related to commissioner service and not a program event such as conducting a camporee. There is no requirement for a minimum number of hours necessary to carry out a project, but it should be significant enough to make an impact.

Some sample projects are:

- The development of processes and procedures for better tracking of commissioner to unit leader contacts or performance
- Creating a computer based college library for thesis archival
- Developing and carrying out an approved recruiting plan
- Planning and conducting a Commissioner Conference

Report Structure for Thesis or Project

The structure of either report is determined by the Doctorate Review Committee. This structure would include font style and size, margins, and spacing. The total length of either report should be about 10-20 double-spaced pages.

The final report for either the thesis or project should be comprehensive, clear and concise. It should leave an independent reader no doubt as to the topic, data research, and conclusions. The work needs to show the degree of quality and professionalism that when posted on the council website, the information may be used by others to further the commissioner service in another district, council, or region.

Thesis or Project Report Format

Either document should outline the main topic, the scope of which is a direct benefit to commissioner service (at a district, council, or national level).

Thesis elements

1. Title Page
2. Executive Summary or Abstract (optional)
3. Table of Contents
4. Introduction
5. Body of Report:
 - About 15-20 double spaced pages
 - Supporting materials (graphs, pictures, charts, tables, or illustrations)
6. Conclusion or recommendations
7. Appendix (if needed)
8. Bibliography
9. Index (optional)

Project Report depending on its purpose

1. Title Page
2. Explanation of project's worth
3. Table of Contents
4. Project description and purpose
5. Project evaluation
6. Recommendations or conclusions
7. Appendices as required

Submission and Final Approval

This set of documents is to be submitted to the Doctorate Review Committee. This should be submitted in a digital format.

The electronic copy of the thesis/project will be placed in the college's document online library and made available to all commissioners as a reference.

RECIPROCITY GUIDE

Course credits and/or degrees may be earned from other commissioner colleges, providing certain criteria are met. Suggested course and degree reciprocity guidelines with other sponsored colleges are provided below.

Outside Course Work

The Middle Tennessee Council College of Commissioner Science will credit courses from another council to be applied towards a Middle Tennessee Council College of Commissioner Science. Classes taken at a University of Scouting do not transfer or count towards a degree requirement.

The college will honor commissioner courses taken at the Philmont Training Center. Credit for a degree may be given, if other requirements and pre-requisites are met.

Degrees Earned Out of Council

The Middle Tennessee Council College of Commissioner Science will honor Bachelors and Masters and awards from other councils, if the following conditions are met for the particular degree below. Proof of the degree and/or award should be presented to the college for verification. Middle Tennessee Council will honor degrees earned outside of the council, if the following conditions are met:

I. Bachelors of Commissioner Science

Credit for a Bachelors of Commissioner Science earned in a commissioner college of another council will be granted by the Middle Tennessee Council if:

- A. The degree was earned in the last 5 years
- B. The commissioner has been an active commissioner since earning the degree
- C. The college required a minimum of 7 courses for the degree with 5 from the Bachelors level
- D. The college courses applied toward the degree are equivalent courses to the courses offered on the Commissioner Training page of the National BSA website
- E. Classes/Courses taken at University of Scouting do not count toward any degree

If the commissioner attended a one week commissioners course at the Philmont Training Center within the immediate past three years, credit for a Bachelors may be given if other requirements are met.

II. Masters of Commissioner Science

Credit for a Masters of Commissioner Science earned in a commissioner college of another Council will be granted by the Middle Tennessee Council if:

- A. The degree was earned in the last 5 years
- B. The commissioner has been an active commissioner since earning the degree
- C. The college required a minimum of 7 advanced courses for the degree above the Bachelors level program

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- D. The college courses applied toward the degree are equivalent courses to the courses offered in the Commissioner Training page of the National BSA website.
- E. Classes taken at University of Scouting do not count toward any degree.

If the Commissioner attended a one week Commissioners course at the Philmont Training Center within the immediate past three (3) years should be counted in lieu of the listed courses, credit for a Masters may be given, if all other requirements are met.

III. Doctorate of Commissioner Science

Credit for completed courses or a thesis toward a Doctorate will be given upon approval by the current dean of the college of commissioner science or the council commissioner. However, credit for courses or a thesis outside of the Middle Tennessee Council will only be given if:

- A. The candidate has been an active commissioner since completing the course work or thesis
- B. The candidate has been registered as a commissioner and been active in Middle Tennessee Council for at least one year
- C. A candidate has participated in (faculty or staff) at least one Middle Tennessee Council College of Commissioner Science

NOTE: The Middle Tennessee Council College of Commissioner Science will honor the following awards earned in another Council:

- A. The Commissioner Arrowhead
- B. The Commissioner Key
- C. Doctorate of Commissioner Science and Knot

Any requirement or reciprocity issues not addressed by this document may be resolved by contacting the dean of the college of commissioner science or the council commissioner.